TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Committee of the Whole Meeting
June 6, 2019

The Committee of the Whole Meeting of the Tewksbury Township Board of Education was called to order by Lisa DeLong, Interim Business Administrator at 7:00 p.m. in the Library of the Old Turnpike School.

Lisa DeLong read the Sunshine Law:

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Tewksbury Township Board of Education has caused notice of the time and place of this meeting to be published in the Courier News, the Hunterdon Democrat, the Hunterdon Review and notice of the meeting has been posted in the Township Municipal Building, both school buildings and the Tewksbury Township Public Library.

The Board pledged Allegiance to the Flag.

PRESENT: Mrs. Carrino, Dr. Deeney, Mrs. Johnson, Mrs. Larsen (arrived 7:10), Mr. Mulroony, Mr. Thorp, Mrs. Pettegrove

ABSENT: Mrs. Ackerman, Mrs. Frank

ALSO PRESENT: Dr. Johanna Ruberto-Interim Superintendent, Ms. Lisa DeLong-Interim Business Administrator

PRESENTATION: None.

CORRESPONDENCE: None.

PUBLIC COMMENT: None.

Agenda items listed on the COTW agenda under curriculum, policy, finance and facilities were reviewed.

CURRICULUM: Motion was made by Mrs. Pettegrove and seconded by Mrs. Johnson to approve the following:

Approve the donation and/or disposal of the attached list of library books that have been weeded from the Tewksbury Elementary School library media center.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Angela Deeney, Paulette Frank, Lori Larsen, Kevin Mulroony, Thomas Thorp, Cynthia Pettegrove
Absent: Leslie Ackerman, Paulette Frank

POLICY: A request was made to review the academic honor roll policy.

FINANCE: Eighth grade fundraising and a review of the procedural structure was discussed. Year end projections and reserve balances to be reviewed by the finance committee.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Johnson to approve the following:

Approve entering into a joint transportation agreement with Califon School District to transport 11 Califon students attending Tewksbury Township School District as choice students. The district shall receive $11,000 ($1,000 per student) from Califon School District.

Approve the submission of the IDEA application for the FY 2020, and accept the grant award upon subsequent approval for the FY 2020 IDEA application.

Approve the submission of the ESEA application for the FY 2020, and accept the grant award upon subsequent approval for the FY 2020 ESEA application.

Approve the resolution for participation in the joint agreement for coordinated transportation between the Tewksbury Township Board of Education and the Hunterdon County Educational Services Commission for the 2019-2020 school year.

Approve the contract renewal between the Tewksbury School District and Frontline Education for the period July 1, 2019 through June 30, 2020 for the Absence and Substitute Management System and IEP Direct System.

Approve the contract renewal between the Tewksbury Board of Education and Water Management Services, Inc. for the period July 1, 2019 through June 30, 2020 for water management services for the Tewksbury Elementary School water treatment plant.

Approve an amendment to the ESEA Title IIA STEM Education Grant in the amount of $5,131.00 for supplies (Boardwalk Math and Science Software).

Approve the following workshops:

Staff Member	Date	Registration	Other Expenses	Event/Destination
Maura Obercian	6/18/19	$209.00	-0-	Curriculum Design for World Languages - Columbia University, New York
Allison Caruso	5/29-5/30	-0-	Mileage $81.22	NJ. Librarian's Association Conference, Atlantic City, NJ - Guest Speaker

Mileage expenses will be reimbursed in accordance with school policy.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Angela Deeney, Paulette Frank, Lori Larsen, Kevin Mulroony, Thomas Thorp, Cynthia Pettegrove
Absent: Leslie Ackerman, Paulette Frank

TECHNOLOGY: Dr. Deeney recommends that the district adopts the use of applitrack (Frontline Recruitment)

FACILITIES: Testing for asbestos presence prior to the bathroom renovation was negative for asbestos. There will be a bid opening for the pole barn and bathrooms on June 14th. Updates on the LED lighting were given. On July 1st new rebates will be offered.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Johnson to approve the following:

Approve the following organizations to use the school facilities through July 31, 2019.
Documentation is available in the Board of Education office.

- Boy Scouts
- Girl Scouts
- Hunterdon County YMCA
- Morris County Arts Workshop
- Pro-Activity
- PTA
- TAA
- TEA
- TEF
- Tewksbury Township Junior Police Academy
- Voorhees Stars Softball

Approve the use of a small bus and bus driver to assist with transportation for the Tewksbury Township Police Department Junior Police Academy:

- June 27th from approximately 9:00 a.m. to 2:00 p.m. to transport the cadets from Old Turnpike School to the Hunterdon County Justice Center to conduct a mock trial and tour the building.
- June 28th from approximately 8:30 a.m. to 1:00 p.m. to transport the cadets from Old Turnpike School to Camp Bernie for team building exercises.

Approve interlocal shared services agreement between the Tewksbury Township Board of Education and The Township of Tewksbury for a period of five years commencing on July 1, 2019 and expiring on June 30, 2024.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Angela Deeney, Paulette Frank, Lori Larsen, Kevin Mulroony, Thomas Thorp, Cynthia Pettegrove
Absent: Leslie Ackerman, Paulette Frank

COMMUNICATIONS: The budget newsletter will be placed in the next edition of the Tewksbury Times. A climate survey will be sent out to students, staff and parents. The date of the board retreat was changed to July 11, 2019 at 5:00 p.m. followed by the committee of the whole meeting at 8:00 p.m.

OTHER: The board reviewed the emergency/fire drill report.

SUPERINTENDENT'S REPORT: Interim Superintendent Dr. Johanna Ruberto updated the board on the following:

- Initiation to District
- Status
- End of Year Activities
- Current Openings
- No Affirmative Action Complaints
- No HIB Complaints
- Educational Foundation
- Barn Dance June 8
- Field Day – June 10, 2019 – Both Schools
- Grade Five – "Move-up"

- June 18, 2019
- Eighth-grade Activities
    - Awards Program
    - Talent Show
    - Graduation
- Faculty/Staff Close-out June 19, 2019
- Retirees:
    - Mary Yakimec - 8th Gr. Math - 24 years in district
    - Judi Piccolo-Torsky - TES School Nurse - 13 years in district
- Softball Championship

REORGANIZATION APPOINTMENTS: Motion was made by Mrs. Pettegrove and seconded by Mr. Mulroony to approve the following:

Appoint Board Secretary for the 2019-20 school year and Superintendent as Acting Board Secretary in the absence of the Board Secretary.

Appoint Paula Hatch as Cash Account Reconciliation Specialist for the 2019-20 school year.

Approve the annual appointment of Hunterdon Family Medicine at Hickory Run to be the District's Medical Inspector for the 2019-20 school year.

Approve the annual appointment of Bank of America, and Peapack Gladstone Bank as the District's Official Depository for the 2019-20 school year.

Approve the annual appointment of the Courier News to be the District's official legal newspaper and the Hunterdon Review and Hunterdon Democrat to be the District's official Alternate newspaper for the 2019-20 school year.

Approve the annual appointment of Jim Miller as the District's Affirmative Action Officer for the 2019-20 school year.

Designate BOE President, Board Secretary, and Superintendent, to endorse all school warrants from July 1, 2019 through December 31, 2020.

Approve the annual appointment of School Business Administrator, as Investment Officer for the district for the 2019-20 school year.

Approve all Policies contained in the Policy Manual, which is on file in the Board Office, for the 2019-20 school year.

Appoint School Business Administrator as Custodian of Records for the 2019-20 school year.

Approve the Supervisor of Buildings and Grounds as Integrated Pest Management Coordinator, Indoor Air Quality Designee and AHERA Coordinator for the 2019-2020 school year.

Approve the Supervisor of Buildings and Grounds as the Right to Know Officer for the 2019-2020 school year.

Approve the following Tax Shelter Annuity Companies for the 2019-2020 school year: Fidelity Investments, Vanguard, VALIC, AXA Equitable, Lincoln Financial, Metropolitan Life.

Approve all current curricula for the 2019-20 school year.

Approve the following companies offering disability insurance to district employees for the 2019-2020 school year: Unum, Colonial and Prudential.

Approve School Alliance Insurance Fund as the district's insurance carrier for the 2019-20 school year.

Approve Wells Fargo/USI as the district's broker of record for health benefits and general insurance for the 2019-2020 school year.

Approve R and L Payroll Services as the service provider for payroll functions, effective July 1, 2019 through June 30, 2020.

Approve CDK Systems as the computer service provider for board office administrative and accounting functions, effective July 1, 2019 through June 30, 2020.

Approve Realtime Information Systems as the computer service provider for student record functions, effective July 1, 2019 through June 30, 2020.

Adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint board president and board secretary to act as parliamentarians for the 2019-2020 school year.

Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2019-2020 school year.

Appoint the law firm of Schenck, Price, Smith and King, LLP as the General Counsel with Marc Zitomer, Lead Counsel for the 2019-20 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

Appoint Machado Law Group, LLC as Special Education Counsel for the 2019-20 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

Appoint Giancorfaro Architects as Architects of Record for the 2019-20 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

Appoint Ardito and Company LLP as the Tewksbury School District auditor for the audit of the 2018-2019 school year.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Angela Deeney, Paulette Frank, Lori Larsen, Kevin Mulroony, Thomas Thorp, Cynthia Pettegrove
Absent: Leslie Ackerman, Paulette Frank

MISCELLANEOUS APPROVALS: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to approve the following:

Be it resolved that the Tewksbury Township Board of Education appoints the School Business Administrator, pursuant to N.J.A.C. 5:34-5.5, as temporary purchasing agent of the board of education, and as such, establishes and sets the bid threshold amount of $40,000 for the board of education, and furthermore, the board authorizes the School Business Administrator to award contracts, in full accordance with N.J.S.A. 18A:18A-3(a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount and to approve competitive quotations for amounts more than $6,000.

Approve the School Business Administrator, to make all necessary final transfers for the 2018-2019 school year budget in order to balance the budget for June 30, 2019.

Appoint the School Business Administrator, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.

Approve the bonding of the School Business Administrator as Board Secretary per state law.

Approve adherence to all policies and regulations adopted by the previous Board, including the petty cash funds in the amount of $500 naming the School Business Administrator as custodian.

Approve the following resolution authorizing the procurement of goods and services through the New Jersey state purchasing agency:

> **WHEREAS**, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and,
>
> **WHEREAS**, the Tewksbury Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and,
>
> **WHEREAS**, the Tewksbury Township School Board of Education desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year,
>
> **NOW THEREFORE BE IT RESOLVED**, that the Tewksbury Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing all state contracted vendors.

Authorize the renewal of cooperative agreements between the Tewksbury Township School District and the following:

- Hunterdon Educational Services Commission

- Somerset County Cooperative Program (SOCCP)
- The Educational Services Commission of New Jersey

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Angela Deeney, Paulette Frank, Lori Larsen, Kevin Mulroony, Thomas Thorp, Cynthia Pettegrove
Absent: Leslie Ackerman, Paulette Frank

EXECUTIVE SESSION: Motion was made by Mrs. Pettegrove and seconded by Mr. Mulroony to enter executive session. The time was 8:10 p.m.

WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive or private session under certain limited circumstances, and:
WHEREAS, said law required the Board of Education to adopt a resolution at a public meeting before it can meet in such an executive or private session;
NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Tewksbury that it does hereby determine that it is necessary to meet in executive session at this time to discuss personnel and legal matters for approximately one hour. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting. Action may be taken.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to return to open session. The time was 9:05 p.m.

PERSONNEL: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to approve the following:

Approve the Superintendent to hire additional personnel as needed for the 2019-2020 school year with subsequent approval at the next Board Meeting.

At the recommendation of the interim Superintendent, approve the following summer custodians to work 20 hours per week from approximately June 24, through August 23, 2019 at the rate of $10/12 per hour depending on experience.

- Logan Bartels
- Sean Hayes
- Dalton Priece

At the recommendation of the interim Superintendent, approve the following substitute nurse for the 2018-2019 school year.

- Catherine Leonard

At the recommendation of the interim Superintendent, approve the following substitute custodian for summer 2019 on an as needed basis:

- Mike Fortino

At the recommendation of the interim Superintendent, approve the following substitutes for the 2019-2020 school year:

Cynthia Allen	Deborah Close	Jayne Hruza	Amanda Russell
Maryann Andrioli	Constance Van Epps	Ruth Kalamarides	Kelly Scardelli
Barbara Antonelli	Sharon Cummings-Dec	Carol Kasperowitz	Edward Sheehan (driver)
George Armstrong (custodian)	Kimberly D'Angelo	Amanda Kouzis	Claire Simcox
Robin Balick	Jody Disanza	Natalie Kurzeja	Shane Thomas
Koren Baumstark	Deborah Dunne (nurse)	Catherine Leonard (nurse)	Chris Tavaglione
Kimberly Borin	Daniella Everhart	Mildred Grant (driver)	Kimberly Tettambel
Eileen Callahan	Isobel Gallagher	Tara Morash	Erin Trevena
Mary Calo	Patricia Greeby	Cathy Pepe	Renee Wernicki
Ida Cambria	Heather Heithoff (nurse)	Grace Page (nurse)	Barbara Witkowski
Patricia Ciak	Frank Henderson (driver)	Lori Prussack (nurse)	Michael Wolfe
Donna Coyle	Bernard Karmondi (driver)	Linda Searles	

Approve the following honoraria positions for the 2019-2020 school year.

- All teachers are approved to serve on the I&RS committee on an as needed basis.
- Compensation amounts to be determined following the ratification of the agreement between the Tewksbury Education Association and the Board of Education of Tewksbury Township.

First Name	Last Name	Honoraria Position
Nicole	Polinger	8th Gr. Play Director
Kelly	Takayama	8th Gr. Play Assistant Director
Kelly	Takayama	8th Gr. Play Musical Director (shared)
Dee	Krowl	8th Gr. Play Musical Director (shared)
Dee	Krowl	8th Gr. Play Production Manager
Dee	Krowl	8th Grade Co-Advisor
Bonnie	Mendralla	8th Grade Co-Advisor
Dee	Krowl	8th Grade Trip Coordinator
Allison	Caruso	6th Gr. Outdoor Education Trip Coordinator
Brittany	Spina	Jazz Band Director
Nicole	Dickinson	Vocal Ensemble Director
Nicole	Fuentes	Magazine Drive Coordinator
Becky	Palmer	Yearbook OTS (Co-Advisor)
Karen	Morrow	Yearbook TES (Co-Advisor)
Dee	Krowl	Student Council Moderator (Co-Advisor)
Bonnie	Mendralla	Student Council Moderator (Co-Advisor)
Patty	Jennings	Athletic Director
Nancy	Carle	Ski Club Advisor

Peter	Berg	Head Boys Soccer Coach
Mike	Fortino	Head Girls Soccer Coach
Patty	Jennings	Head Field Hockey Coach
Nancy	Carle	Assistant Field Hockey Coach
John	Preston	Head Cross Country Coach
Allison	Caruso	Assistant Cross Country Coach

At the recommendation of the Interim Superintendent, approve Grace Page (TES0002) as a School Nurse beginning August 26, 2019 at Step 15 MA, pending approval of the State of New Jersey Department of Education Emergency Certificate Application Request. Salary to be determined following the ratification of the agreement between the Tewksbury Education Association and the Board of Education of Tewksbury Township.

Approve the following honoraria/club positions for the 2019-2020 school year.

- Compensation to be determined following the ratification of the agreement between the Tewksbury Education Association and the Board of Education of Tewksbury Township.

First Name	Last Name	Position
Patricia	Greeby	School Safety Coordinator
Regina	De Stefano	Odyssey of the Mind TES(Co-Advisor)
Donna	Lance	Odyssey of the Mind TES(Co-Advisor)
Karen	Morrow	Reading Olympics Club (Co-Advisor)
Annie	Rose-Mason	Reading Olympics Club (Co-Advisor)

Resolved, that the Board of Education hereby ratifies the Memorandum of Agreement with the Tewksbury Education Association, dated April 30, 2019 , for the contract period July 1, 2019 through June 30, 2022, including related mutually adopted salary guides, which was previously ratified by the Association and which is on file in the office of the Business Administrator; and
be it
Further Resolved, that the Board authorizes its Board President to execute an appropriate successor collective negotiations agreement upon approval of the form of same by the Board's Labor Counsel.

Approve the contract for Steffi-Jo DeCasas as Interim Business Administrator effective July 1, 2019, at the per diem rate of $525 as approved by Interim Executive County Superintendent.

Approve consulting days, as needed, for Steffi-Jo DeCasas to transition with both Lisa DeLong and Lori Tirone at the rate of $525.

Approve the contract for Lori Tirone as Business Administrator effective August 7, 2019 or earlier if released by current district, at the annual salary of $107,000 (pro-rated to $97,370 for an August 7th start) as approved by the Interim Executive County Superintendent.

Approve a minimum non-bargaining employees salary and wage increase at 3.5% for the 2019-20 school year, and a $350 employee funded HRA for those employees with health benefits.

Approve a $3.00 per hour wage adjustment for all bus drivers for the 2019-2020 to be competitive with neighboring districts.

Approve a salary adjustment for Barbara Simcox for the 2019-20 school year in the amount of $10,000.

Approve in the absence of the Superintendent to appoint Dr. Timothy Frederiks as the Acting Superintendent at no additional compensation over his Principal per diem salary.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Angela Deeney, Paulette Frank, Lori Larsen, Kevin Mulroony, Thomas Thorp, Cynthia Pettegrove
Absent: Leslie Ackerman, Paulette Frank

ADJOURNMENT: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to adjourn the meeting. The time was 9:17 p.m.

Motion carried.

Respectfully submitted,

Lisa DeLong
Interim Board Secretary